

**Request for Proposals  
for  
Assessment of Mental Health Resources and  
Community-Based Support Services for Individuals  
and Families Experiencing Crisis Situations**



**City of Richmond, California**

Release Date:  
XXXXXXX, 2025

Deadline for Submittal  
XXXXX, 2025  
4:00 P.M. PDT

Contact Information:  
Community Crisis Response Program  
[XXX@ci.richmond.ca.us](mailto:XXX@ci.richmond.ca.us)

**Proposal Access and Submission Instructions**

Proposals must be submitted electronically via the City of Richmond's secure online bidding system. No paper or emailed submissions will be accepted.

Interested parties may download the full RFP by visiting the City's Bids Online portal at <https://vendors.planetbids.com/portal/14590/portal-home>. New vendors will be required to complete a one-time registration in order to access and download the solicitation documents. Once registered and the RFP is downloaded, the vendor's name will appear on the Prospective Bidders List, and they will receive all subsequent addenda and notifications related to this solicitation.

## Background and Purpose

The City of Richmond seeks proposals from qualified consultants to conduct an assessment of mental health services available to Richmond residents and develop recommendations for improving access, coordination, and outreach.

Per City Council direction, the final report with recommendations should be completed within six (6) months of executing the consultant contract.

Access to timely and effective mental health services remains a critical issue for many Richmond residents. Community members continue to face barriers related to cost, availability of culturally competent providers, and lack of coordinated outreach—particularly for individuals in crisis.

During a City Council meeting on September 23, 2025<sup>1</sup>, City Council provided direction to the Richmond Police Department regarding communication and body-worn camera footage related to Officer Involved Shootings. Recognizing the growing need to strengthen local mental health systems and ensure equitable access, the City Council also provided the following direction to the City Manager to undertake a comprehensive assessment of existing mental health resources and identify strategies to enhance support for Richmond residents.

DIRECT the City Manager to work with staff and consultant(s) to conduct an assessment of mental health services available in Richmond. This assessment will provide recommendations for how the City can commit resources to improve access to mental health services by:

1. Increasing services;
2. Addressing barriers to access; and
3. Improving outreach—particularly to individuals experiencing crisis situations, such as officer-involved shootings (OIS) or other traumatic events.

## About the City of Richmond, California

The City of Richmond is a Charter City located in Contra Costa County, part of the San Francisco Bay Area, with a population of approximately 116,448 residents. Richmond is one of the region's most diverse communities: 46.9 percent of residents identify as Hispanic or Latino, 16 percent identify as Black or African American alone, 19.3 percent identify as White alone (not Hispanic or Latino), and 15.5 percent identify as Asian alone<sup>2</sup>. Richmond is home to a multi-modal transit hub that includes BART, Amtrak, and AC Transit, marinas, shopping, recreational and cultural amenities, and 32 miles of

<sup>1</sup> Item P.1 - <https://pub-richmond.escribemeetings.com/Meeting.aspx?Id=56b47505-13a6-4a26-a758-35c33a723f97&Agenda=Agenda&lang=English&Item=133&Tab=attachments>

<sup>2</sup> Quick facts Richmond city, California. 2023 American Community Survey 5 year estimates. <https://www.census.gov/quickfacts/richmondcitycalifornia>

shoreline. This all contributes to making Richmond among the most desirable up-and-coming communities in California.

The City of Richmond provides a full range of municipal services including police and fire protection; construction and maintenance of highways, streets and infrastructure; library services; storm water and municipal sewer systems; operation of a wastewater treatment facility; and the administration of recreational activities and cultural events. The City also operates the Richmond Memorial Convention Center and the Port of Richmond.

The City has shown leadership in addressing equity and sustainability by adopting a [Health in All Policies](#) (HiAP) Ordinance and Strategy, [Climate Action Plan](#) (CAP), and [Economic Development Action Plan](#) (EDAP), as well as focused work surrounding [Race, Equity and Inclusion](#).

## Scope of Services

The proposed assessment will establish a clear understanding of the current landscape of mental health services available in Richmond. It will identify gaps in coverage, coordination, and accessibility, with an emphasis on underserved and high-risk populations.

The consultant will:

1. **Inventory Services:** Conduct a comprehensive inventory of mental health services currently available within Richmond, including public, private, nonprofit, and county-operated programs.
2. **Gap Analysis:** Evaluate unmet needs and service gaps, including geographic, cultural, linguistic, and affordability barriers.
3. **Community Engagement:** Facilitate listening sessions and stakeholder interviews with residents, community-based organizations, service providers, and individuals with lived experience to understand understanding of available resources, access to and gaps in services, quality of services, etc.
4. **Crisis Response Assessment:** Review existing crisis response systems and recommend strategies for improving coordination and outreach—especially for incidents involving trauma or crisis (e.g., OIS incidents).
5. **Recommendations:** Develop actionable recommendations for how the City can commit resources to:
  - Increase mental health service and service capacity;
  - Address barriers to access; and
  - Enhance community outreach and education.

## Deliverables

- Summary of existing mental health service infrastructure;
- Gap analysis and needs assessment report;

- Recommendations for service enhancement, policy development, and funding strategies; and
- Final report and presentation to City Council within six months of contract execution.

## Timeline

<u>Proposed Dates</u>	<u>Activity</u>
November X, 2025	Release RFP
November X, 2025	Final Day to Submit Questions (4:00 PM)
November X, 2025	Response to Questions
December X, 2025	RFP Due Date
December X, 2025	Final Vendor(s) Notified and Contracting Process
January 2026 – June 2026	Contractor Work Period
July 2026	Presentation to City Council with Recommendations

Please note that this schedule is subject to change. Any schedule updates will be posted on the City of Richmond’s BidsOnline system.

## City of Richmond Standard Proposal Format Guidelines

The following section outlines the standard Proposal Format Guidelines established by the City of Richmond. All submissions responding to this RFP must comply with the structure, formatting, and content requirements described below. These guidelines are applicable to this RFP and all content herein unless otherwise stated.

The proposal should be concise, well organized, and demonstrate the proposer’s qualifications and experience applicable to the Project. The proposal shall be limited to 8 double-sided pages or 16 single-sided pages (8.5 inches x 11 inches), inclusive of graphics, forms, pictures, photographs, dividers, et cetera, but not of cost proposal, resumes, required forms, front and back covers, or letters of commitment from sub-consultants. The required font size is 12 point, with minimum left and right margins of one-inch, and top and bottom margins of 0.7 inches.

Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected. The following proposal sections are to be included in the Vendor’s response:

## **A. Vendor Cover Letter**

A cover letter, not to exceed three (3) pages in length, should summarize key elements of the proposal and shall:

- Confirm that all elements of this RFP have been reviewed and understood.
- Include a statement of intent to perform the services as outlined in this RFP
- Express company's willingness to enter into an agreement under the terms and conditions prescribed by this RFP, insurance requirements (Attachment A) and in the sample Service Agreement (Attachment B).
- Submit a written description and brief history of the company's experiences, qualifications and successes in providing fiscal sponsorship services described herein. Please indicate the number of employees, client base and location of offices.
- Indicate the address and telephone number of the vendor's office located nearest to Richmond, California and the office from which the project will be managed.
- Stipulate that the proposal price will be valid for a period of at least 180 days.
- Identify a single person for contact during the RFP review process.
- Be signed by an authorized official of the company.

## **B. Services Methodology**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Services outlined in this RFP. This section should include:

- A description of the specific efforts your firm will undertake to fulfill the requirements described in the Scope of Services.
- An implementation plan that describes in detail:
  - How the proposer plans to approach and complete each project task;
  - Listed deliverables that should be incorporated into the proposer's approach; and
  - Any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- A detailed project schedule identifying all tasks and deliverables to be performed, the duration of each task, and the overall timeline for completion.
- A detailed description of specific tasks that will require City staff involvement.

Explain the respective roles of City staff and your team in completing the tasks specified in the Scope of Services.

- If applicable, a description of any subcontracting arrangements proposed to fulfill the scope of work, including the qualifications of subcontractors, their specific roles, and any prior experience collaborating with them.
- Value Added Services - Please provide any additional services of benefit not specifically required herein, which the proposer offers to provide.

### **C. Staffing, Experience, and Qualifications**

The information requested in this section should describe the experience of the firm, key staff and sub-contractors performing projects within the past ten years (preferably within the past 2-5 years) that are similar in size and scope to demonstrate competence to perform these services.

The City of Richmond's evaluation of the proposal will consider the proposer's entire team; therefore, no changes in the team composition will be allowed without prior written approval of the City of Richmond. Sub-contractor letters of commitment are required and must be submitted with the proposal.

Information shall include:

- Firm Experience
  - Summarize firm's demonstrated capability, including the length of time that the firm has provided the services being requested in this Request for Proposal.
- Team Experience
  - Provide the names of key staff who contributed to relevant projects, along with a description of their specific responsibilities as they relate to the qualifications and scope of services. Include resumes of key individuals that would perform services under this contract with descriptions of education, experience, certifications, licensure and any professional designations.
    - If the proposal involves collaboration with other organizations, clearly describe the roles and responsibilities of each collaborating entity and provide the staffing model for each organization.
    - If subcontractors will be used in addition to a lead organization, the subcontracted positions and duties shall be clearly identified and the resumes of proposed staff provided. If the proposer intends to subcontract any portion of the resulting contract, they must describe their process for selecting such subcontractor(s) and the

quality control measures that the consultant will employ to ensure that any subcontractor complies with the provisions of consultant's contract with the City.

- References
  - Provide a minimum of three (3) references from clients who have received similar services from the firm. The City of Richmond reserves the right to contact any of the listed organizations or individuals. The reference information provided shall include:
    - Client name and contact information, including phone number, address, and email address.
    - A description of the services provided, including the contract amount.
    - Project start and end dates.

#### **D. Cost Information**

The budget narrative should detail the costs for the projected budget as tied to the deliverables outlined in Scope of Services. Even if the method of payment to the proposer will be a fixed fee, a detailed cost breakdown shall be provided identifying:

- A detailed budget spreadsheet, including a not-to-exceed total budget amount, indicating the cost of each major element identified in the Scope of Services and including all direct and indirect project costs associated with the budget narrative and Scope of Services.
- The number of staff hours and hourly rates for each professional and administrative staff person who will be committed to this project.
- Sub-consultant services and filing fees support, if applicable.

These rates will also be used to negotiate rates for other projects (including optional tasks) that may be assigned. No additional funds will be paid above and beyond the original quote given by the selected Vendor.

Proposers will be paid at the same rates set forth in their cost proposal unless further negotiated in writing and agreed to by the City of Richmond.

#### **E. Contractor Assignment of Sub-Contract(s)**

The resulting contract shall not be assigned, transferred, or sublet, in whole or in part, without the prior written approval of the City of Richmond. If Proposers intend to subcontract any portion of the resulting contract, they must describe their process for selecting such subcontractor(s) and the quality control measures that the Proposer will employ to ensure that any subcontractor complies with the provisions of Proposer's

contract with the City.

#### **F. Previous Contracts with the City of Richmond**

The proposer shall submit a list which indicates all prime contracts and/or amendments awarded to the proposer by the City of Richmond for the last three (3) years. The list shall include a short description of the Project, the Project scope of work, award date, completion date, name of City of Richmond's assigned Project Manager, and contract value.

#### **G. Exceptions to this Request for Proposals**

The proposer shall state whether or not it takes exception(s) to this RFP, including but not limited to the City of Richmond's Standard Services Agreement – RFP (Attachment B). If the proposer does take exception(s) to any portion of the RFP or contract, the specific portion to which exception(s) is taken must be identified by section number and explained. Requests for changes or additions to sections of City of Richmond's Standard Services Agreement must be shown by requesting deletion of specific words and/or by providing new requested contract language. Requests for complete replacement of the City of Richmond's Standard Services Agreement for another contract will not be granted. Failure to make exceptions to the RFP or Standard Services Agreement within the proposal will be deemed a waiver of any objection. Exceptions will be considered during the proposal evaluation process.

#### **H. Statement of Impartiality and Disclosure**

The nature of this Project requires an impartial unbiased approach on the part of the proposer's team. This proposal shall include a statement declaring that the proposer's and sub-consultants are not currently, and will not, during the performance of these services, participate in any other similar work involving a third-party with interests currently in conflict or likely to be in conflict with City of Richmond's interests. Additionally, the proposer is required to disclose any pending or active investigations or litigation that may affect the reputation or ability of the proposer to carry out the Project.

## **Process for Submitting Proposals**

#### **Questions Concerning Request for Proposals**

All questions must be submitted via the electronic BidsOnline system on the Question & Answer ( Q & A ) tab by 4:00 P.M. PST, November X, 2025. If the City finds it necessary to issue an addendum, prospective Offerors will receive e-mail notification of addendum. Otherwise, answers to questions received will be provided on the Q&A tab and notification will be sent by November X, 2025. It is the proposer's responsibility to periodically check the BidsOnline website [www.ci.richmond.ca.us/bids](http://www.ci.richmond.ca.us/bids) for any possible Addenda to the RFP that may have been posted.

Any party submitting a proposal shall not contact or lobby any City Councilmember, City official, employee (except those specified for contact) or agent regarding the RFP. Any party attempting to influence or circumvent the RFP, bid submittal, and review process may have their proposal rejected for violating this provision of the RFP.

Interested parties may download copies of the above mentioned proposal by visiting the City's web site, [www.ci.richmond.ca.us/bids](http://www.ci.richmond.ca.us/bids). To download RFP, new vendors will be required to register. Once the vendor downloads any documents relative to a solicitation, that vendor's name will appear on the Prospective Bidders list for that project and will receive any addenda or notifications relating to the RFP.

### **Submission of Proposals**

The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

Electronic Proposals shall be submitted via the City's secure online bidding system. All required sections of the proposal must be submitted via the website. Contractor is solely responsible for "on time" submission of their electronic proposal. The Bid Management System will not accept late proposals and no exceptions shall be made. Contractors will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those proposals that were transmitted successfully.

The proposal must be received no later than 4:00 P.M., PDT, on December X, 2025. The City of Richmond reserves the right to waive inconsequential irregularities.

### **General Guidelines**

This RFP does not commit the City of Richmond to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. The City of Richmond may reject a proposal without providing the reason(s) underlying the declination. A failure to award a contract to the proposer with the lowest cost proposal shall not constitute a valid cause of action against the City of Richmond. The City shall not be responsible for work done, even in good faith, prior to final approval of the proposed contract. The City may investigate the qualifications of any respondent under consideration, require confirmation of information furnished by the respondent, and require additional evidence or qualifications to perform the Services described in this RFP.

#### **The City reserves the right to:**

- Reject any or all proposals.
- Issue subsequent Requests for Proposal.
- Postpone the proposal opening for its own convenience.
- Remedy technical errors in the Request for Proposal process.
- Negotiate with any, all, or none of the respondents.
- Solicit best and final offers from all or some of the respondents.
- Select one or more respondents.
- Accept a proposal other than the one with the lowest proposed fees.
- Waive informalities and irregularities in proposals.

## **Public Records**

All proposals submitted in response to this RFP become the property of the City of Richmond and public records and, as such, may be subject to public review. Documents protected by law from public disclosure will not be disclosed by the City of Richmond if clearly marked with the word "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Government Code section 6254.7. Only information claimed to be a trade secret at the time of submittal to the City of Richmond and marked as "confidential" will be treated as a trade secret.

## **Insurance Requirements**

The City of Richmond requires consultants doing business with it to obtain insurance, as shown in RFP Attachment A. The required insurance certificates must comply with all requirements of the standards as shown and must be provided within fifteen (15) days of the issuance of the Notice of Intent to Award and prior to the commencement of any work on the Project.<sup>3</sup>

## **Business Licenses**

The successful Contractor and all subcontractors used in the work will be required to hold or to obtain a City of Richmond business license for which the fee will not be waived.

## **Compliance with City Ordinances**

The contractor and all subcontractors shall comply with the City of Richmond Nondiscrimination Clauses in City Contracts Ordinance ([Richmond Municipal Code \(RMC\) Chapter 2.28](#)), Business Opportunity Ordinance ([RMC Chapter 2.50](#)), Local Employment Program Ordinance ([RMC Chapter 2.56](#)), Living Wage Ordinance ([RMC Chapter 2.60](#)) and Ordinance Banning the Requirement to Provide Information of Prior Criminal Convictions on all Employment Applications ("Ban the Box") ([RMC Chapter 2.65](#)), which are incorporated into the Contract Documents by this reference.

## **Sanctuary City Contracting Ordinance (SCCO)**

The Richmond Sanctuary City Contracting Ordinance No. 12-18 (Attachment D) prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security ("ICE"). Proposers must submit the attached Sanctuary City Compliance Statement with their Proposal. (Attachment C)

## **Limited Liability Company Disclosure Statement (LLCs)**

Resolution No. 86-21 (Attachment E), approved by City Council on July 6, 2021,

---

<sup>3</sup> Please review the insurance requirements carefully, including coverage limits. These provisions can be complex and will require consultation with your insurance broker. Vendors may incorporate the cost of meeting the City's insurance requirements into their proposed budget. Failure to meet insurance requirements is a common source of processing delays and may result in the City being unable to execute the contract.

requires disclosure of the identities of beneficial & responsible owners of Limited Liability Corporations (LLC). Proposers must submit the attached Disclosure Statement of Limited Liability Companies Form with their Proposal (Attachment F).

### **Collusion**

By submitting a proposal, each respondent represents and warrants that its proposal is genuine and not false or collusive or made in the interest of, or on behalf of any person not named therein; that the respondent has not directly or indirectly induced or solicited any other person to submit a false proposal, or any other person to refrain from submitting a proposal; and that the respondent has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a proposal.

### **Withdrawal of Proposals**

A respondent may withdraw their proposal before the expiration of the time for submission of proposals by delivering to the Finance Department a written request for withdrawal signed by, or on behalf of, the respondent.

### **Ownership of Documents**

All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems and any other materials produced for the Project shall be the sole and exclusive property of the City. No such materials or properties produced in whole or in part for the Project shall be subject to private use, copyrights or patent rights by Respondent in the United States or in any other country without the express written consent of the City. The City shall have unrestricted authority to publish, disclose (except as may be limited by the provisions of the Public Records Act), distribute, and otherwise use, copyright or patent, in whole or in part, any such reports, studies, data, statistics, forms or other materials or properties produced for this project.

## **Proposal Evaluation and Selection Process**

All proposals shall be reviewed to verify that the Respondent has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards or take unacceptable exceptions to the General Terms and Conditions of the Service Agreement, will be eliminated from further consideration. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Richmond personnel.

Applicants submitting proposals in response to this RFP are strictly prohibited from contacting or lobbying any City Councilmembers, review panel members, City employees (except for designated contacts specified in the RFP), or City agents regarding this solicitation. Any attempt to influence or circumvent the RFP process, application submittal, or review process may result in disqualification from consideration.

The highest-ranked proposals may be invited to deliver a presentation to the evaluation panel, either in person at a designated City office and/or via a video conferencing

platform (e.g., Zoom), contingent on the City's direction. All presentation costs shall be borne by the proposer. The final selection will be based on the most cost-effective approach that meets the City's requirements. The lowest-priced proposal will not necessarily be selected.

The City reserves the right to reject any or all proposals, or to make no award. The City also reserves the right to require modifications follow-up with requests for additional information, including, but not limited to, follow-up interviews. The City may request Best and Final offers based upon improved understanding of the offers or changed scope of service. The City will negotiate with that vendor to determine final contract amount, and contract form. Because this proposal is negotiable, all pricing data will remain confidential until after award is made, and there will be no public opening and reading of Proposals. Overall responsiveness to the RFP is an important factor in the evaluation process. The criteria upon which the evaluation of the proposals will be based include, but are not limited to, the following:

<b>Evaluation Criteria</b>	<b>Points (Out of 100)</b>	<b>Percentage (%)</b>	<b>Total</b>
Service Methodology	40	40%	100 Points
Staffing, Experience, and Qualifications	25	25%	
Cost Proposal	25	25%	
Quality and Completeness	10	10%	

### **Methodology – 40 Points**

The proposer's responsiveness to the RFP, including the completeness and thoroughness of the proposal, will be evaluated. This category assesses the clarity, feasibility, and equity-centered design of the proposed approach to delivering services as outlined in the Scope of Work, including:

- Ability to provide services as outlined in the RFP.
- Approach and proposed methodology for executing the project scope, including how each major task will be implemented and managed.
- Demonstrated knowledge of the services required and the populations to be served.
- Clarity in describing the work plan, including deliverables, milestones, and coordination strategies.
- Use of innovative strategies and internal quality assurance measures to ensure timely and effective service delivery.
- Incorporation of cultural competency, trauma-informed practices, and a health and race equity lens throughout the proposed approach.
- Identification of potential challenges and thoughtful, proactive solutions.
- Project timeline demonstrates feasibility of the scope of work, depth of proposed activities, and clear understanding of deliverables.
- Description of any special tools, resources, or strategies that strengthen the proposed methodology.

### **Staffing, Experience, and Qualifications – 25 Points**

This category evaluates the respondent's capacity to deliver the proposed services effectively and equitably, based on the qualifications of key personnel, organizational structure, and demonstrated experience managing similar scopes of work, including:

- Qualifications, relevant experience, and unique expertise of key personnel, including availability and time commitment.
- Organizational structure and staffing model, including an organization chart that clearly outlines team roles and responsibilities.
- Demonstrated understanding of the project's goals and prior experience successfully delivering contracts of similar nature, scale, and complexity.
- Evidence of the firm's overall capacity to complete the work, including ability to manage multiple service components, meet deadlines, and maintain consistent progress throughout the contract period.

### **Cost Proposal – 25 Points**

The proposed cost will be evaluated based on competitiveness, cost-effectiveness, and alignment with the proposed scope of services. The evaluation will also consider whether the proposed pricing structure is reasonable and commensurate with the level of services to be provided.

### **Quality and Completeness – 10 Points**

The proposal demonstrates clarity, organization, attention to detail, and overall responsiveness. All submittal requirements are met, and the required information is provided in the specified format.

### **Interview and Demonstration Process**

Upon request of the City of Richmond, vendors may be requested to give an oral presentation on vendor's proposal, which would include a detailed analysis of how each of the RFP requirements would be addressed should the proposal receive the award. The presentation shall be conducted at no cost to the City. The purpose of the presentation is to observe the service(s) in an operational environment and to verify its capability, suitability, and adaptability to the performance requirements stipulated in this solicitation.

The City will schedule the presentation date, time, and location with the successful finalists. If the vendor fails to perform the demonstration on the specified date stipulated, the City may elect to reject the proposal or to re-schedule the demonstration in its best interest.

Vendors are not guaranteed an opportunity to present. Vendors may be eliminated from consideration based solely on inability to meet minimal requirements and/or review of written proposals. The City shall be the sole judge of the acceptability of the service in conformance with the specifications and its decision shall be final.

## **Pre-Award Negotiations**

After the proposals are opened but before an award is made, the City may elect to conduct negotiations with the highest-ranked respondent for the purpose of:

- Resolving minor differences and obtaining additional information.
- Clarifying necessary details and responsibilities.
- Emphasizing key issues and critical points.
- Receiving assurances from the respondent.
- Clarifying cost and budget-related matters.

If the City cannot successfully negotiate a contract with the highest ranked respondent, the City may begin negotiations with the second highest ranked respondent.

Selection may be made without further discussion, negotiations, or proposal presentations; therefore, the proposal shall offer the most favorable terms in response to this RFP. The proposal must demonstrate an understanding of the scope of services to be provided and the ability to accomplish the tasks set forth. The proposal shall include information that will enable the City to determine the overall qualifications of the proposer. The City reserves the right to request additional information or clarification on any matter included in the proposal response to arrive at the final award decision.

## **Award**

Once the Review Panel has completed its evaluation, City staff will recommend a vendor to the City Manager and City Council for approval. The services provided by the selected vendor will be governed by the City's Standard Services Agreement (Attachment B).

## **Attachments**

- A. Insurance Requirements
- B. Standard Contract
- C. Sanctuary City Compliance Statement
- D. Sanctuary City Contracting Ordinance No. 12-18
- E. Limited Liability Corporation (LLC) Resolution No. 86-21
- F. Limited Liability Corporation Form